

The Use of Church Facilities

Guidelines for Use:

1. Facility reserved on first come first served basis
2. Decorations can be displayed in such a manner that does not damage or deface the facility.
3. Facility must be returned to their original state prior to the reservation and all decorations and materials must be removed.
4. In order to use the facility, a copy of the Facility Use Request must be filled out and signed. The signing is your agreement to follow all the rules.
5. You must be 18 to reserve the facility and be present at the entire event to take on the responsibility for the event.
6. A deposit is required to reserve the facility when the acceptance of the event is given.
7. Reservations must be made at least two weeks before the event.
8. The church facilities are not available to any outside group for commercial purposes; for example, activities by outside groups for fund raising, partisan political activity or any activity that violates the standards of the church.
9. A group may use only the space assigned and specified in the rental agreement.
10. Use of the building is only for the specific hours in the rental agreement.
11. The building will be open 30 minutes in advance of the scheduled event. It is expected that the activity will end promptly at the hour stated in the rental agreement. Failure to vacate the premises promptly will result in an additional charge or possible loss of meeting privileges in the future.
12. When using an area of the Church, do not move any equipment from its normal location unless permission has been given in writing as part of the agreement. Smoking is not permitted either in the facility or on the grounds.

13. Illegal drugs, firearms, weapons, or flammables are prohibited on church property.
14. Users of the Church facilities are requested to respect our neighbors' rights to privacy, and particularly noise levels in the evening. All evening programs must end by 12:00 pm.
15. Only authorized persons may have a key to the facilities.
16. The cemetery is off limits to all.
17. The use of profane or abusive language, quarreling, or fighting, betting or any form of gambling, and the conduct of raffles or lotteries are expressly prohibited on the property or in the facility.
18. The use of burning candles or any other continuous open flame, or any other material or device, which constitutes a fire hazard, is expressly prohibited in the facility, except for traditional candles on a birthday cake or similar occasion.
19. Cancellation of reservations must be made not less than a week before the time and date of the reservation.
20. Activities for minors shall be supervised by responsible adults on the ratios of at least one adult, per ten children, except the first ten children must have two responsible adults so there is one adult to escort children to rest rooms.
21. No animals allowed inside buildings. Those using the facility must clean up after any animal that is on property.
22. Parking may be only in the area designated for parking. Weather permitting (ground is dry and hard), overflow parking is permitted on the grass by the woods from the road up to the horse shed, but not on grassy area near cemetery.
23. At the close of event, all lights, fans, heaters, etc. must be turned off.
24. Users will be responsible for property damaged by abuse or neglect.
25. User is responsible to clean up area. A broom will be readily available if needed.

Scheduling Regulations:

- A. All space and time assignments will be made by church office.
- B. Church related activities take precedence
- C. Last minute church activities, such as funerals, may require adjustment or rescheduling of events.

Space Available for Rental: (all include use of bathroom facilities)

The Gerald Jacoby Pavilion (glass enclosed room)

Sanctuary

Two Class rooms

Rental Fees (waived for members) and schedule:

Fees:

\$50 damage deposit – refundable within one week after satisfactory inspection of facility following the event.

\$50 minimum covers first four hours (any set-up time prior to the event is counted as part of the total)

\$25 each additional 2 hours or portion thereof.

Schedule:

\$50 deposit due with application, balance due upon acceptance of application or 2 weeks prior to event whichever is later.

In case of emergency call 911

Emergency number – 911 (covers fire, ambulance & police)

Address: Salem United Methodist Church
6440 Powder Valley Road
Zionsville, PA